

VENDOR QUARTERLY SALES REPORTING INSTRUCTIONS



Quarterly reporting requirements

The Department of Enterprise Services (DES) requires all contracted vendors to report their total quarterly contract sales through the department's [Contract Sales Reporting System](https://fortress.wa.gov/ga/apps/CSR/Login.aspx) (<https://fortress.wa.gov/ga/apps/CSR/Login.aspx>).

To report your contract sales, you should have – or need to get the following:

- A login ID
- Password

If you don't have your ID or password, please contact the DES Contract Resource Center by phone at (360) 407-2210 or email: contractingandpurchasing@des.wa.gov

When to submit quarterly information

Quarterly reports are due:

Sales invoiced

Due date

Quarter 1 (Jan.1 through March 31)

April 30

Quarter 2 (April 1 through June 30)

July 31

Quarter 3 (July 1 through Sept. 30)

Oct. 31

Quarter 4 (Oct. 1 through Dec. 31)

Jan. 31

Sales Reporting Instructions

Standard Sales Reporting:

Slides 5 – 20

When reporting subcontractor sales look closely at slides 15 and 16.

Sales Data Upload


Slides 20 – 38

When reporting subcontractor sales look closely at slides 34 – 37.

Vendor Quarterly Sales Reporting Instructions

Step 1: To report your quarterly sales, go to the DES [Contract Sales Reporting System](#) portal page and log in. If you forgot it, you can reset your password by selecting 'Forgot your password?'. If you need direct help, call DES as (360) 407-2210 or email us: contractingandpurchasing@des.wa.gov.

Contract Sales Reporting System (Test)



Login

Welcome to Enterprise Services' online Contract Sales Reporting tool for contract vendors.

Please enter your Email Address and Password to log on.

If you do not have an Email Address or Password, or if you are having system trouble, please contact Customer Service at (360) 407-2210 or desmastercontracts@des.wa.gov

[Forgot your password?](#)


Login ID:

Password:

Login

[Contract Sales Worksheet](#) - Lists all customer/organizations to be used as a tool to gather customer/organization sales data offline before logging on and reporting sales.

New Enhancement For Contract Sales Reporting Now Available!
The Contract Sales Reporting System now offers the ability for vendors to upload sales data from an excel document, or any accounting system that can save a file in a tab-delimited format. This can save you the time spent manually entering sales reports each quarter. [Click here for instructions](#).




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Vendor Quarterly Sales Reporting Instructions

Step 2: Once you log in, a drop down menu will show all of your active contracts. Select the contract number for which you're reporting. The system will automatically populate your vendor number.

Contract Sales Reporting System



Welcome | Logout


Select contract & reporting period

Vendor #: W53770

Contract #:

— Select Contract —

06515 - TEST Contract - For Training Purposes


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Vendor Quarterly Sales Reporting Instructions

Step 3: Select “Reporting Year” and “Reporting Quarter” by click on the drop down menus. ***Do not select a quarter or year in the future.*** The contract information and reporting history will display.

Contract Sales Reporting System



Welcome | Logout

Select contract & reporting period

Vendor #:

Contract #:

Reporting Year:

Reporting Qtr:

Contract Title: TEST Contract - For Training Purposes

Contract Administrator: Veronica Field

Admin Phone: (360) 407-7949

Admin Email: veronica.field@des.wa.gov

Vendor Name: TEST COMPANY

Vendor Start Date:

Vendor End Date:

Vendor Contact Name: Fake Fake


Contact Phone: (206) 555-5555

Contact Email: tester@test.com

Sales Reporting History

Year	QTR 1	QTR 1 \$	Qtr 2	Qtr 2 \$	Qtr3	Qtr 3 \$	Qtr 4	Qtr 4 \$	Total
2015	N	\$0.00	N	\$0.00	X	\$0.00	X	\$0.00	\$0.00

X = Not required to report Y = Have reported sales N = Have not reported sales



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Vendor Quarterly Sales Reporting Instructions

Step 4: After you select the reporting year and quarter, the system will display three reporting options at the bottom of the screen.




! If the information provided here is incorrect, please contact Customer Service at (360) 407-2210 or contractingandpurchasing@des.wa.gov

a. ☐ Check here if sales equal zero for the year and quarter you are reporting.

b. ☐ Import sales from file. [Help](#)

c.

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- **To report zero sales for a quarter**, check the 'a' box. Click 'Next' and your reporting is complete.
- **To import data from a sales file**, check the 'b' box. See [Sales Reporting Upload instructions](#). Vendors needing to report sales to multiple customers typically choose this option.
- **To input sales data by customer**, click 'Next', marked with a 'c' on this slide. The following instructions will guide you through this process.

Vendor Quarterly Sales Reporting Instructions

The following steps are for Vendors choosing option c. Click 'Next' to input sales by customer.


Step 5: The next page will display the list of approved customers (with signed Master Contract Use Agreements). Vendors can look customers up by name (alphabetically) or by customer number by selecting the corresponding radial.

Contract Sales Reporting System



Welcome | Logout

Enter Sales

 [Help](#)

Display By: ☒ Customer Name ☐ Customer Number

A B C D E F G **H** I J K L M N O P Q R S T U V W X Y Z [Show All](#)

Please select a letter of the alphabet for the organization you wish to report sales for.

#	Customer/Organization Name	MCUA	Sales Amount
21401	ABERDEEN CITY OF	Y	<input type="text" value="0"/>
35005	ABERDEEN SCHOOL DISTRICT 5	Y	<input type="text" value="0"/>
165	ACCOUNTANCY STATE BOARD OF	Y	<input type="text" value="0"/>
035	ACTUARY OFFICE OF THE STATE	Y	<input type="text" value="0"/>

Contract Sales Reporting System

Welcome | Logout

Enter Sales - Display by Customer Number

 [Help](#)

Display By: ☐ Customer Name ☒ Customer Number

0 1 2 3 4 5 6 7 **8** 9 [Show All](#)

Please select the beginning number of the organization number for the organization you wish to report sales for.

#	Customer/Organization Name	MCUA	Sales Amount
001	STATE REVENUE FOR DISTRIBUTION	Y	<input type="text" value="0"/>
005	FEDERAL REVENUE FOR DISTRIB	Y	<input type="text" value="0"/>
010	BOND RETIREMENT AND INTEREST	Y	<input type="text" value="0"/>
011	HOUSE OF REPRESENTATIVES	Y	<input type="text" value="0"/>
012	SENATE	Y	<input type="text" value="0"/>


Vendor Quarterly Sales Reporting Instructions

Step 6: For each customer, enter the amount of sales for the quarter. You can search through customers(alphabetically or numerically) until you enter ALL sales for the quarter.

As you enter each sale, the update to the system will be noted at the bottom of the page.

82428	RUTH DYKEMAN CHILDRENS CENTER	N	<input type="text" value="0"/>
83784	RYTHER CHILD CENTER	Y	<input type="text" value="0"/>

Sales updated for org # 21906 - ROSALIA CITY OF

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Vendor Quarterly Sales Reporting Instructions

Step 7: Once you have entered ALL sales for the quarter, scroll to the bottom of the screen and choose one of the appropriate options:

If you cannot find a specific customer, please contact the CRC at (360) 407-2210 or contracting and purchasing@des.wa.gov. MOST customers are part of a larger group.


- **To input miscellaneous sales**, select 'Enter Misc. Sales' (a) and move to Step 8 for additional instructions.
- **To review sales**, select 'Review Sales' (b) and move to step 10 for additional instructions.
- **To submit at a later time**, select 'Save/Submit Later' (c) and move to step 9 for additional instructions.

82428	RUTH DYKEMAN CHILDRENS CENTER	N	<input type="text" value="0"/>
83784	RYTHER CHILD CENTER	Y	<input type="text" value="0"/>

a. b.

Sales updated for org # 21906 - ROSALIA CITY OF

c.

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Vendor Quarterly Subcontractor Sales Reporting Instructions

Step 7a: If your contract allows and your business utilizes approved subcontractors your sales reporting process will be slightly different. Once you have entered ALL sales for the quarter, scroll to the bottom of the screen and choose one of the appropriate options:

If you cannot find a specific customer, please contact the CRC at (360) 407-2210 or contracting and purchasing@des.wa.gov. MOST customers are part of a larger group.

- **To input miscellaneous sales**, select 'Enter Misc. Sales' (a) and move to Step 8 for additional instructions.
- **To input Subcontractor Sales**, select 'Enter Subcontractor Sales' (b) and move to Step 9. Note that the subcontractor sales are based on the overall sales entered before moving onto entering subcontractor sales.
- **To submit at a later time**, select 'Save/Submit Later' (c) and move to step 10 for additional instructions.

The screenshot shows a web interface with a light gray header bar containing the letter 'E'. Below the header is a large white rectangular area. At the bottom of this area are three green buttons with white text: 'Enter Misc Sales' on the left, 'Enter Subcontractor Sales' in the middle, and 'Save / Submit Later' on the right. Below the buttons is a thin gray status bar with the text 'Sales updated for org # 095 - AUDITOR OFFICE OF THE STATE'.

Vendor Quarterly Sales Reporting Instructions

Step 8: After Selecting 'Enter Misc. Sales' this screen will appear:

Contract Sales Reporting System



Welcome | Logout

Enter Sales for Misc Organizations

Please enter miscellaneous org sales for organization not found in Section 2.

Customer/Org Name	Sales Amount	
<input type="text"/>	<input type="text"/>	<input type="button" value="Add Misc Customer/Org"/>

Vendor Quarterly Sales Reporting Instructions

- **To add misc. sales**, Enter Customer/Org Name and Sales Amount and select ‘Add Misc. Customer/Org’. As you enter each sale, the system updated will be noted at the bottom of the page. If you need to edit/delete select the ‘Update’ and/or ‘Delete’ link generated by the system, to the right of the sales amount as pictured below.

Enter Sales for Misc Organizations

Please enter miscellaneous org sales for organization not found in Section 2.

Customer/Org Name	Sales Amount	
Pomeroy Auditor	1500	Update Delete
		Add Misc Customer/Org

Sales updated for POMEROY AUDITOR

[Edit Customer/Org Sales](#)

[Review Sales](#)

After entering all ‘Misc. Sales’, choose one of the following:

- **To edit customer sales**, select ‘Edit Customer/Org Sales’.
- **To review**, select ‘Review Sales’ to review all entered sales for the quarter, prior to submitting for final report to DES.

Vendor Quarterly Sales Reporting Instructions

Step 9: After Selecting 'Enter Subcontractor Sales' this screen will appear:

Enter Subcontractor Sales

☒ Enter subcontractor sales

Enter Subcontractors: w38387 - PACIFIC OFFICE SOLUTIONS ▼

Customer/Org #	Customer/Organization Name
095	AUDITOR OFFICE OF THE STATE

Subcontractor
w38387 - PACIFIC OFFICE SOLUTIONS

Enter Misc Sales

Click the check box 'Enter Subcontractor Sales', and then from the drop down select the applicable subcontractor you are entering sales for.

Vendor Quarterly Sales Reporting Instructions

Step 9a: Enter the sales the subcontractor had. In this example our business and subcontractor had overall sales of \$100 with the Office of the State Auditor. Of those \$100 in sales our subcontractor had \$25 in sales.

Customer/Organization Name	Vendor Sales Amt	Sales Amount
AUDITOR OFFICE OF THE STATE	\$100.00	25

Customer/Org #	Customer/Organization Name	Vendor Sales Amt
095	AUDITOR OFFICE OF THE STATE	\$100.00

Edit Customer/Org Sales

Review Sales

Sales updated for org # 095 - AUDITOR OFFICE OF THE STATE

Save / Submit Later

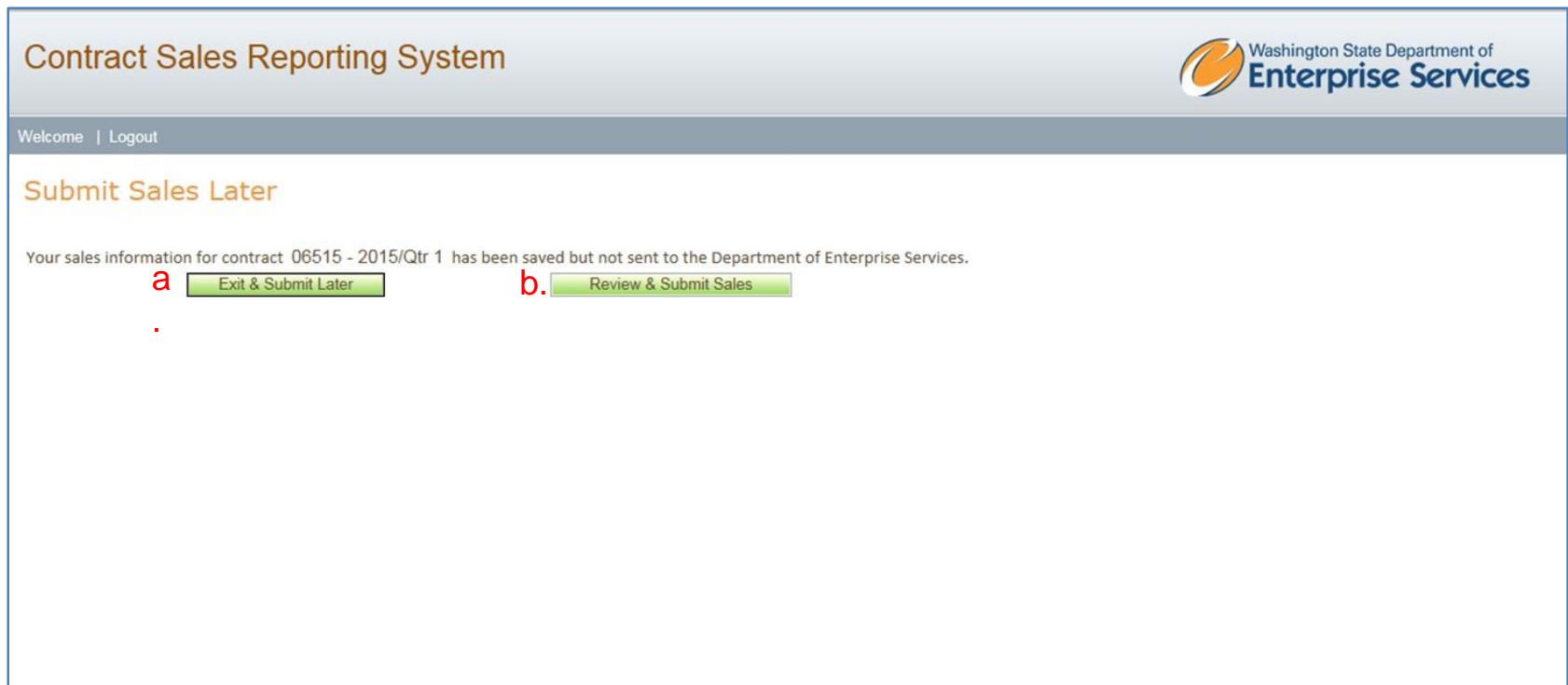
After entering all 'Subcontractor Sales', choose one of the following:

- **To edit customer sales**, select 'Edit Customer/Org Sales'.
- **To review**, select 'Review Sales' to review all entered sales for the quarter, prior to submitting for final report to DES.
- **Save/Submit Later**, go to the next slide for instructions.

Vendor Quarterly Sales Reporting Instructions

Step 10: After Selecting 'Save/Submit Later', choose one of the following:

- **To save data**, select 'Exit & Submit Later'. Nothing will be reported to DES until you log back in and select 'Submit Sales Report'.
- **To review**, select 'Review & Submit Sales' to review all entered sales for the quarter, prior to submitting for final report to DES.



The screenshot displays the 'Contract Sales Reporting System' interface. At the top, there is a header bar with the system name on the left and the 'Washington State Department of Enterprise Services' logo on the right. Below the header, a navigation bar contains 'Welcome' and 'Logout' links. The main content area is titled 'Submit Sales Later'. A message states: 'Your sales information for contract 06515 - 2015/Qtr 1 has been saved but not sent to the Department of Enterprise Services.' Below this message, there are two green buttons. The first button is labeled 'a' and 'Exit & Submit Later'. The second button is labeled 'b.' and 'Review & Submit Sales'.

Vendor Quarterly Sales Reporting Instructions

Step 11: After selecting 'Review Sales', the system generates a summary of your reported sales for review prior to submitting. If your sales are correct, check the box acknowledging your review. From this screen, you can choose from the following options:

- a. 'Edit Misc. Sales'. Select this to make edits to any Misc. Sales.
- b. 'Edit Customer/Org Sales'. Select this to make edits to sales from a specific customer.
- c. 'Save/Submit Later'. Select this if you need to log out of the system and continue to enter sales at a later time.
- d. 'Submit Sales Report'. Select this if all sales are correct.

Your sales report is not submitted until you choose 'Submit Sales Report'

Contract Sales Reporting System (Test)

Washington State Department of
Enterprise Services

Welcome Wayne Stewart | Logout

Review Sales

Organization Sales

#	Customer/Org Name	Sales Amount
21401	ABERDEEN CITY OF	\$500.00
035	ACTUARY OFFICE OF THE STATE	\$200.00
35408	AUBURN SCHOOL DISTRICT 408	\$500.00
Total Sales:		\$1,200.00

☐ Please check here to acknowledge that all sales have been reviewed and verified

a. [Edit Misc Sales](#)

b. [Edit Customer/Org Sales](#)

c. [Submit Sales Report](#)

.


d. [Save / Submit Later](#)

.

Vendor Quarterly Sales Reporting Instructions

Step 12: After submitting your sales, the system will provide a confirmation page. You will also receive an e-mail confirming your sales have been reported.

Contract Sales Reporting System



Welcome | Logout

Sales Reporting Confirmation

Thank you for reporting sales for:

Vendor #: W53770

Contract #: 06515


Year: 2015

Quarter: 1

You should receive an email confirming your sales report.

For any questions, please contact Customer Service at (360) 407-2210 or by email at contractingandpurchasing@des.wa.gov

[Report sales for another reporting period](#)

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Vendor Quarterly Sales Reporting Instructions

DATA FILE UPLOAD

THE FOLLOWING STEPS ARE FOR VENDORS
WISHING TO REPORT VIA A TAB DE-LIMITED
FILE UPLOAD.



Vendor Quarterly Sales Reporting Instructions

File Upload Overview

The tab-delimited file can be created by:

- Using the Excel [Contract Sales Reporting Worksheet](#) available on the [Contract Sales Reporting System](#) login page and saving as a tab-delimited file (recommended).
- A tab-delimited file created from vendor database or IT department.

The sales file only needs 3 columns in the following order for the upload process.

- DES Customer #: These are the customer numbers currently on the [Contract Sales Reporting Worksheet](#).
- Customer Name: This is used as a reference for any processing errors.
- Sales Amount: Sales dollars rounded to the nearest dollar. If reporting credits, place a – symbol in front of the dollar amount.

The file upload option is available on the “Select Contract & Reporting Period” screen. If the *Import sales from file* option is selected, you will be able to select your file from your personal computer or network drive. After the file has been uploaded and processed, you will be able to review, edit and submit the sales report.

Vendor Quarterly Sales Reporting Instructions

Step 1. Create a tab-delimited file using the Excel [Contract Sales Reporting Worksheet](#), on the [Contract Sales Reporting System](#) login page and choose the link to the [Contract Sales Reporting Worksheet](#).

Contract Sales Reporting System (Test)



Login

Welcome to Enterprise Services' online Contract Sales Reporting tool for contract vendors.

Please enter your Email Address and Password to log on.

If you do not have an Email Address or Password, or if you are having system trouble, please contact Customer Service at (360) 407-2210 or desmastercontracts@des.wa.gov

[Forget your password?](#)

Login ID:

Password:

Login

[Contract Sales Worksheet](#) - List all customer/organizations to be used as a tool to gather customer/organization sales data offline before logging on and reporting sales.

New Enhancement For Contract Sales Reporting Now Available!


The Contract Sales Reporting System now offers the ability for vendors to upload sales data from an excel document, or any accounting system that can save a file in a tab-delimited format. This can save you the time spent manually entering sales reports each quarter. [Click here for instructions](#).



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Vendor Quarterly Sales Reporting Instructions

Step 2. Choose the appropriate Reporting Year and Report Quarter, and then click *View Report*.

 Washington State Department of
Enterprise Services

Sales Reporting Worksheet

Hide



Printing: Click on the printer icon located on the far right side of the report toolbar below. If an error message appears after clicking the printer icon, follow the instructions for converting to a PDF file or Export to Excel.

Export to Excel: Click on "select a format" and choose Excel, then click "Export" to the right of the dropdown and follow the prompts.

Convert to PDF: Click on "select a format" and choose Acrobat (PDF) file, then click "Export" to the right of the dropdown and follow the prompts.

Reporting Year: 2013 Report Qtr: Qtr 3

View Report

1 of 42 100% Find | Next Excel Export  

Customer #	Customer Name	Sales	MCUA
21401	ABERDEEN CITY OF		N
35005	ABERDEEN SCHOOL DISTRICT 5		Y
165	ACCOUNTANCY STATE BOARD OF		Y
035	ACTUARY OFFICE OF THE STATE		Y
10100	ADAMS COUNTY		Y
30104	ADAMS COUNTY CONSERVATION DISTRICT		N
30100	ADAMS COUNTY FIRE DISTRICT		N
39312	ADAMS COUNTY HEALTH DISTRICT		N
80260	ADAMS COUNTY PUBLIC HOSPITAL DISTRICT		N
110	ADMINISTRATIVE HEARINGS OFFICE OF		Y
055	ADMINISTRATIVE OFFICE OF THE COURTS		Y
35210	ADNA SCHOOL DISTRICT 226		N
39010	AFFILIATED HEALTH SERVICES		N
119	AFRICAN-AMERICAN AFFAIRS WASHINGTON STATE COMMISSION ON		Y

Vendor Quarterly Sales Reporting Instructions

Step 3. To export the report to an Excel document, click the dropdown box, *Select a format*. Choose Excel, and then click *Export*.



Sales Reporting Worksheet

[Hide](#)

Printing: Click on the printer icon located on the far right side of the report toolbar below. If an error message appears after clicking the printer icon, follow the instructions for converting to a PDF file or Export to Excel.

Export to Excel: Click on "select a format" and choose Excel, then click "Export" to the right of the dropdown and follow the prompts.

Convert to PDF: Click on "select a format" and choose Acrobat (PDF) file, then click "Export" to the right of the dropdown and follow the prompts.

Reporting Year: 2013 Report Qtr: Qtr 3

[View Report](#)

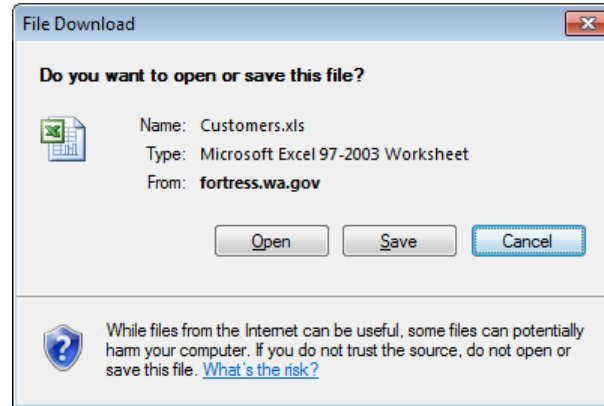
1 of 42 100% Find | ext Excel Export

Customer #	Customer Name	Sales	MCUA
21401	ABERDEEN CITY OF		N
35005	ABERDEEN SCHOOL DISTRICT 5		Y
165	ACCOUNTANCY STATE BOARD OF		Y
035	ACTUARY OFFICE OF THE STATE		Y
10100	ADAMS COUNTY		Y
30104	ADAMS COUNTY CONSERVATION DISTRICT		N
30100	ADAMS COUNTY FIRE DISTRICT		N
39312	ADAMS COUNTY HEALTH DISTRICT		N
80260	ADAMS COUNTY PUBLIC HOSPITAL DISTRICT		N
110	ADMINISTRATIVE HEARINGS OFFICE OF		Y
055	ADMINISTRATIVE OFFICE OF THE COURTS		Y
35210	ADNA SCHOOL DISTRICT 226		N
39010	AFFILIATED HEALTH SERVICES		N
119	AFRICAN-AMERICAN AFFAIRS WASHINGTON STATE COMMISSION ON		Y

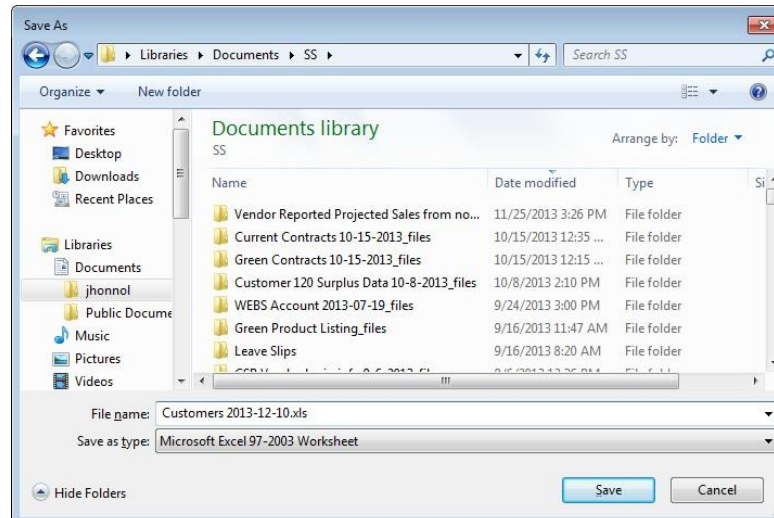
Vendor Quarterly Sales Reporting Instructions

Step 4. A File Download dialog box will appear. Choose Save (Figure 3).

- Note: The document may take some time to load.

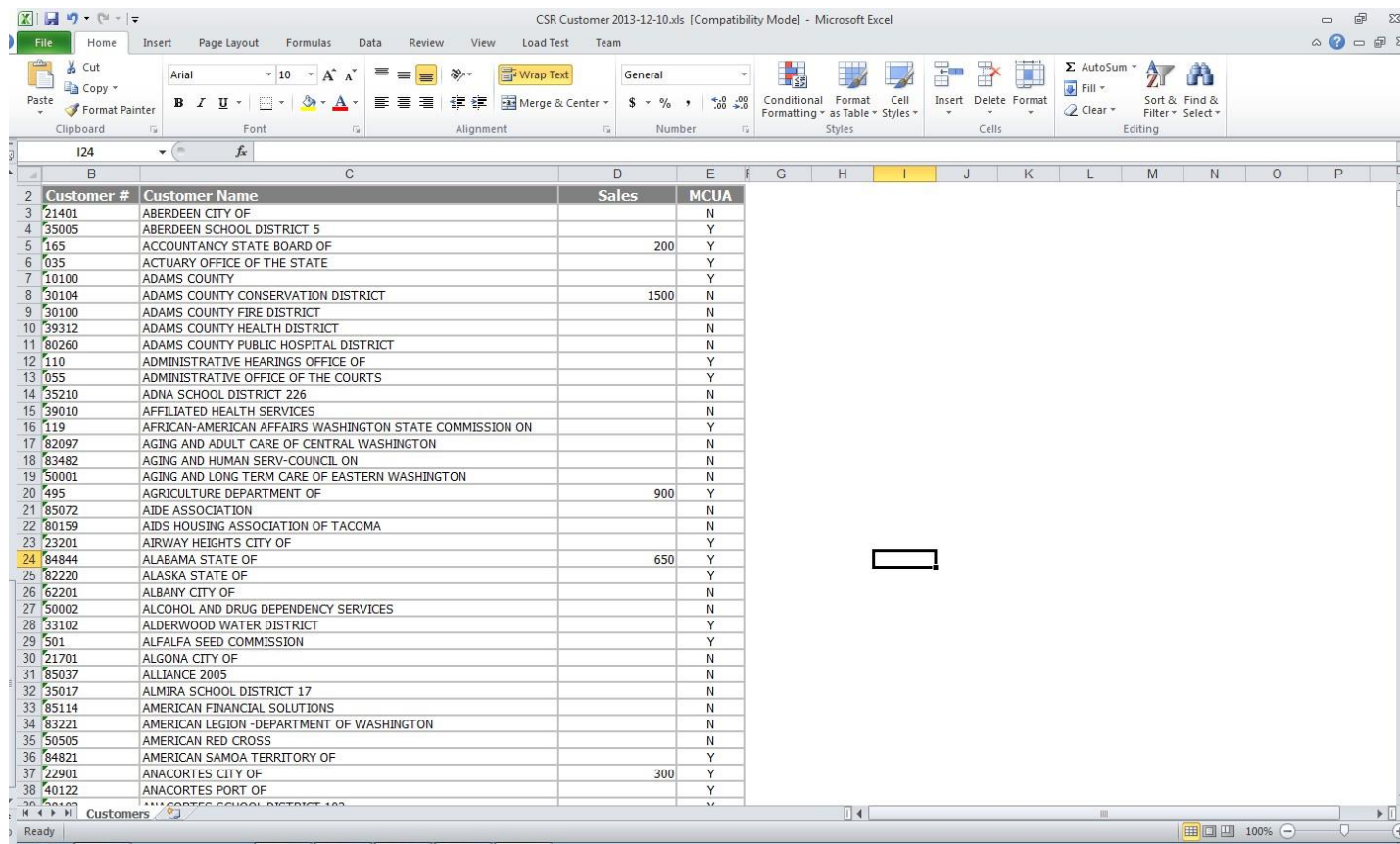


Step 5. Rename, choose a location to save the document and then click Save (Figure 4).



Vendor Quarterly Sales Reporting Instructions

- Step 6.** Open the saved Excel file and enter your sales data in the appropriate column.
- To import the document, it must be in the format displayed in Figure 5.
 - The columns with Customer Number, Customer Name and Sales are required.
 - Sales amounts must be entered to the nearest dollar (do **NOT** enter \$ symbol)
 - If reporting credits, place a – symbol in front of the dollar amount.

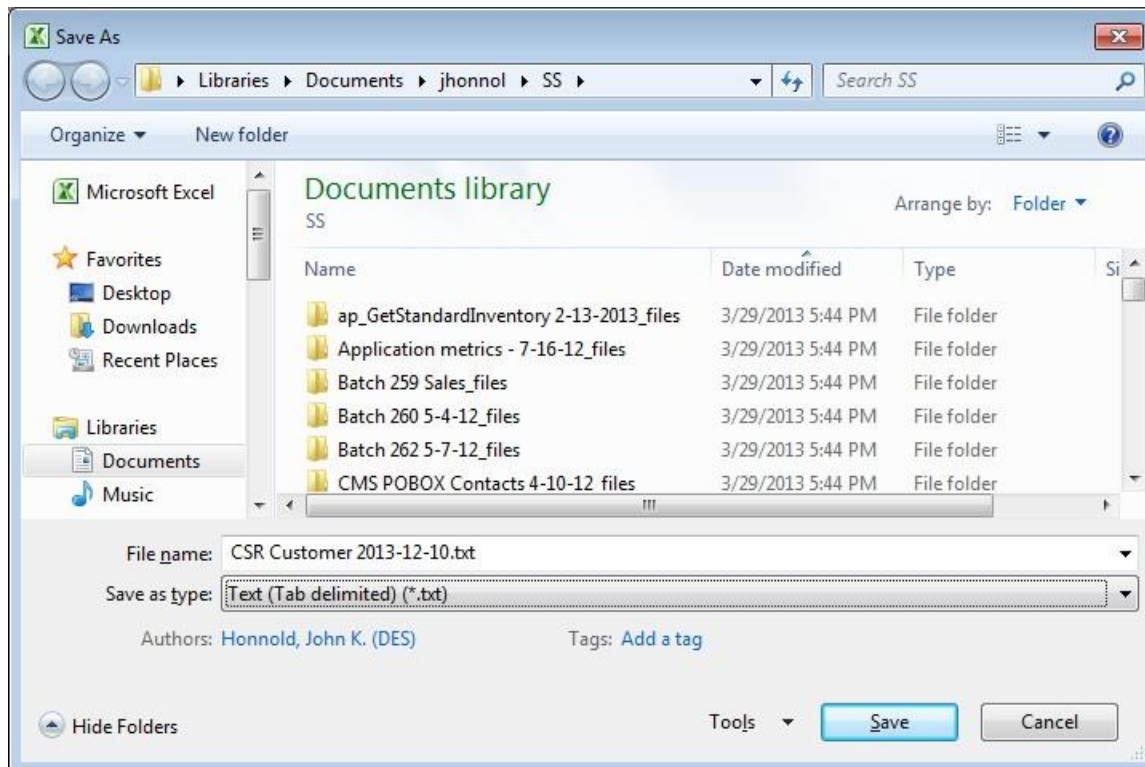


Customer #	Customer Name	Sales	MCUA
21401	ABERDEEN CITY OF		N
35005	ABERDEEN SCHOOL DISTRICT 5		Y
165	ACCOUNTANCY STATE BOARD OF	200	Y
035	ACTUARY OFFICE OF THE STATE		Y
10100	ADAMS COUNTY		Y
30104	ADAMS COUNTY CONSERVATION DISTRICT	1500	N
30100	ADAMS COUNTY FIRE DISTRICT		N
39312	ADAMS COUNTY HEALTH DISTRICT		N
80260	ADAMS COUNTY PUBLIC HOSPITAL DISTRICT		N
110	ADMINISTRATIVE HEARINGS OFFICE OF		Y
055	ADMINISTRATIVE OFFICE OF THE COURTS		Y
35210	ADNA SCHOOL DISTRICT 226		N
39010	AFFILIATED HEALTH SERVICES		N
119	AFRICAN-AMERICAN AFFAIRS WASHINGTON STATE COMMISSION ON		Y
82097	AGING AND ADULT CARE OF CENTRAL WASHINGTON		N
83482	AGING AND HUMAN SERV-COUNCIL ON		N
50001	AGING AND LONG TERM CARE OF EASTERN WASHINGTON		N
495	AGRICULTURE DEPARTMENT OF	900	Y
85072	AIDE ASSOCIATION		N
80159	AIDS HOUSING ASSOCIATION OF TACOMA		N
23201	AIRWAY HEIGHTS CITY OF		Y
84844	ALABAMA STATE OF	650	Y
82220	ALASKA STATE OF		Y
62201	ALBANY CITY OF		N
50002	ALCOHOL AND DRUG DEPENDENCY SERVICES		N
33102	ALDERWOOD WATER DISTRICT		Y
501	ALFALFA SEED COMMISSION		Y
21701	ALGONA CITY OF		N
85037	ALLIANCE 2005		N
35017	ALMIRA SCHOOL DISTRICT 17		N
85114	AMERICAN FINANCIAL SOLUTIONS		N
83221	AMERICAN LEGION - DEPARTMENT OF WASHINGTON		N
50505	AMERICAN RED CROSS		N
84821	AMERICAN SAMOA TERRITORY OF		Y
22901	ANACORTES CITY OF	300	Y
40122	ANACORTES PORT OF		Y

Vendor Quarterly Sales Reporting Instructions

Step 7. After you have completed entering your sales data, save the Excel file as a Text (Tab delimited) file.

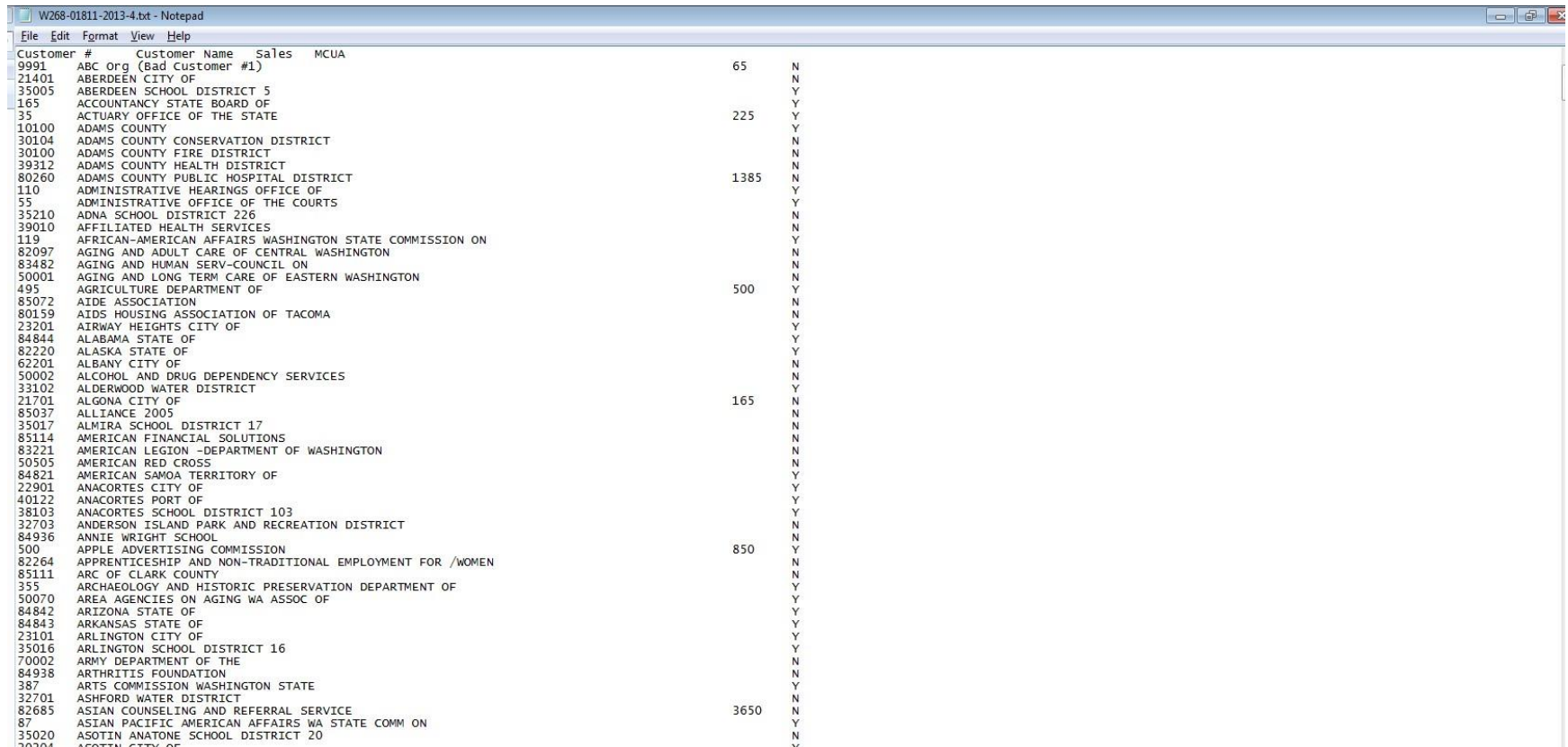
- Choose *File*
- Choose *Save As*
- Rename and choose a location to save the document.
- Change the *Save as type* to *Text (Tab delimited)*.
- Click *Save*.



Vendor Quarterly Sales Reporting Instructions

Example of Saved Tab-delimited File

The figure below displays an example of a tab-delimited file saved from the [Contract Sales Reporting Worksheet](#).



Customer #	Customer Name	Sales	MUA
9991	ABC Org (Bad Customer #1)	65	N
21401	ABERDEEN CITY OF		N
35005	ABERDEEN SCHOOL DISTRICT 5		Y
165	ACCOUNTANCY STATE BOARD OF		Y
35	ACTUARY OFFICE OF THE STATE	225	Y
10100	ADAMS COUNTY		Y
30104	ADAMS COUNTY CONSERVATION DISTRICT		N
30100	ADAMS COUNTY FIRE DISTRICT		N
39312	ADAMS COUNTY HEALTH DISTRICT		N
80260	ADAMS COUNTY PUBLIC HOSPITAL DISTRICT	1385	N
110	ADMINISTRATIVE HEARINGS OFFICE OF		Y
55	ADMINISTRATIVE OFFICE OF THE COURTS		Y
35210	ADNA SCHOOL DISTRICT 226		N
39010	AFFILIATED HEALTH SERVICES		N
119	AFRICAN-AMERICAN AFFAIRS WASHINGTON STATE COMMISSION ON		Y
82097	AGING AND ADULT CARE OF CENTRAL WASHINGTON		N
83482	AGING AND HUMAN SERV-COUNCIL ON		N
50001	AGING AND LONG TERM CARE OF EASTERN WASHINGTON		N
495	AGRICULTURE DEPARTMENT OF	500	Y
85072	AIDE ASSOCIATION		N
80159	AIDS HOUSING ASSOCIATION OF TACOMA		N
23201	AIRWAY HEIGHTS CITY OF		Y
84844	ALABAMA STATE OF		Y
82220	ALASKA STATE OF		Y
62201	ALBANY CITY OF		N
50002	ALCOHOL AND DRUG DEPENDENCY SERVICES		N
33102	ALDERWOOD WATER DISTRICT		Y
21701	ALGONA CITY OF	165	N
85037	ALLIANCE 2005		N
35017	ALMIRA SCHOOL DISTRICT 17		N
85114	AMERICAN FINANCIAL SOLUTIONS		N
83221	AMERICAN LEGION -DEPARTMENT OF WASHINGTON		N
50505	AMERICAN RED CROSS		N
84821	AMERICAN SAMOA TERRITORY OF		Y
22901	ANACORTES CITY OF		Y
40122	ANACORTES PORT OF		Y
38103	ANACORTES SCHOOL DISTRICT 103		Y
32703	ANDERSON ISLAND PARK AND RECREATION DISTRICT		N
84936	ANNIE WRIGHT SCHOOL		N
500	APPLE ADVERTISING COMMISSION	850	Y
82264	APPRENTICESHIP AND NON-TRADITIONAL EMPLOYMENT FOR /WOMEN		N
85111	ARC OF CLARK COUNTY		N
355	ARCHAEOLOGY AND HISTORIC PRESERVATION DEPARTMENT OF		Y
50070	AREA AGENCIES ON AGING WA ASSOC OF		Y
84842	ARIZONA STATE OF		Y
84843	ARKANSAS STATE OF		Y
23101	ARLINGTON CITY OF		Y
35016	ARLINGTON SCHOOL DISTRICT 16		Y
70002	ARMY DEPARTMENT OF THE		N
84938	ARTHRITIS FOUNDATION		N
387	ARTS COMMISSION WASHINGTON STATE		Y
32701	ASHFORD WATER DISTRICT		N
82685	ASIAN COUNSELING AND REFERRAL SERVICE	3650	N
87	ASIAN PACIFIC AMERICAN AFFAIRS WA STATE COMM ON		Y
35020	ASOTIN ANATONE SCHOOL DISTRICT 20		N
30204	ASOTIN CITY OF		N

Vendor Quarterly Sales Reporting Instructions

Selecting File Import Option

Step 8. Login to the [Contract Sales Reporting System](#).

Step 9. Click the dropdown boxes to select the appropriate *Reporting Year* and *Reporting Quarter* (Figure 8).

Step 10. Check *Import sales from file*, then click *Next*.

Contract Sales Reporting System (Test)



Welcome JOHN HONNOLD | Logout

Select contract & reporting period

Vendor #: W9997

Contract #: 01811 - Vehicle Partitions and Push Bumpers

Reporting Year: 2013

Reporting Qtr: Qtr 3

Contract Title: Vehicle Partitions and Push Bumpers

Contract Administrator: Steve Hatfield

Admin Phone: (360) 407-9276

Admin Email: steve.hatfield@des.wa.gov

Vendor Name: ABC Widgets Company

Vendor Start Date: 07-01-2013

Vendor End Date: 06-30-2015

Vendor Contact Name: John Doe

Contact Phone: (360) 555-7677

Contact Email: mycompany@abc.com

Sales Reporting History

Year	QTR 1	QTR 1 \$	Qtr 2	Qtr 2 \$	Qtr3	Qtr 3 \$	Qtr 4	Qtr 4 \$	Total
2011	X	\$0.00	X	\$0.00	X	\$0.00	X	\$0.00	\$0.00
2012	X	\$0.00	X	\$0.00	X	\$0.00	X	\$0.00	\$0.00
2013	X	\$0.00	X	\$0.00	N	\$0.00	N	\$0.00	\$0.00

X = Not required to report

Y = Have reported sales

N = Have not reported sales

i If the information provided here is incorrect, please contact Customer Service at (360) 407-2210 or CSMail@des.wa.gov

☐ Check here if sales equal zero for the year and quarter you are reporting.

☐ Import sales from file. [Help](#)




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Vendor Quarterly Sales Reporting Instructions

Step 11. Click *Browse*, then locate and select the Text (Tab delimited) file.

Step 12. Click *Upload File* to upload.

Contract Sales Reporting System (Test)




Welcome JOHN HONNOLD | [Logout](#)

Import Sales From File

C:\VCSRFiles\My Sales Data Q3 13 Sales.txt

[Browse...](#) [Help](#)

[Upload File](#) [Cancel](#)

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Vendor Quarterly Sales Reporting Instructions

Step 13. If the file is successfully uploaded, the process sales button will appear (Figure 10).

- If the file did not load, see instructions for Error Uploading Report File.

Step 14. Click *Process Sales* to begin processing.

- Note: The sales processing may take a few minutes. Please wait for message to confirm that the upload processing is complete. Please do not attempt to navigate to other screens while the file is being processed.

The screenshot displays the 'Contract Sales Reporting System (Test)' interface. At the top, there is a header bar with the system name on the left and the 'Washington State Department of Enterprise Services' logo on the right. Below the header, a navigation bar shows 'Welcome JOHN HONNOLD | Logout'. The main content area features a link 'Import Sales From File'. A message box indicates that the file 'C:\VCSRFFiles\My Sales Data Q3 13 Sales.txt' has been successfully uploaded and is ready for processing. Below this message, there is a text input field, a 'Browse...' button, and a 'Help' link. At the bottom of the message box, there are two buttons: 'Process Sales' and 'Cancel'. The footer of the page includes the 'Access Washington' logo on the left and a copyright notice '© Copyright 2012 Department of Enterprise Services' on the right.

Figure 10. Processing uploaded sales file.


Vendor Quarterly Sales Reporting Instructions

Step 15. After processing the sales file, as message will provide status and processing information. At this time, the sales data has been uploaded and processed. You must still review and submit the sales report.

Step 16. Click *Review Sales*.

If you do not have subcontractor sales to report go to slide 33. If you do have subcontractor sales go to slide 34.

Contract Sales Reporting System (Test)

Washington State Department of
Enterprise Services

Welcome JOHN HONNOLD | Logout


Import Sales From File

Sales successfully uploaded. Click Review Sales to complete sales reporting

Total Lines:330
Organizations Processed:329
Organization Sales:\$101443098
Misc. Organizations Processed:0
Misc. Organization Sales:\$0
Total Sales:\$101443098
Processing Errors:

Review Sales

Help

Access
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Vendor Quarterly Sales Reporting Instructions

Step 17. Review your sales data. Use the buttons below to review, edit and submit your sales report (Figure 12).

Step 18. Click *Submit Sales Report*, to complete your sales reporting.

Contract Sales Reporting System (Test)



Welcome JOHN HONNOLD | Logout

Review Sales

Organization Sales

#	Customer/Org Name	Sales Amount
35005	ABERDEEN SCHOOL DISTRICT 5	\$965.00
506	ASPARAGUS COMMISSION	\$3,600.00
62408	AURORA CITY OF	\$450.00
21804	BAINBRIDGE ISLAND CITY OF	\$3,250.00
315	BLIND DEPARTMENT OF SERVICES FOR THE	\$2,450.00
31701	BOTHELL CITY FIRE DISTRICT	\$1,850.00
35117	CAMAS SCHOOL DISTRICT 117	\$265.00
10400	CHELAN COUNTY	\$375.00
23302	COLVILLE CITY OF	\$650.00
30801	COWLITZ CO FIRE DISTRICT	\$1,645.00
22704	DUPONT CITY OF	\$895.00
370	EASTERN WASH UNIVERSITY	\$2,655.00
21403	ELMA CITY OF	\$150.00

Miscellaneous Sales

Customer/Org Name	Sales Amount
7777X-Your Org (Bad Customer #4)	\$150.00
7ZY55-Another Test Org (Bad Custome	\$850.00
9991-ABC Org (Bad Customer #1)	\$1,200.00
B888-XYZ Org (Bad Customer #2)	\$500.00
N8986-Test Org (Bad Customer#5)	\$650.00
Total Sales:	\$3,350.00

Edit Misc Sales

Edit Customer/Org Sales

Submit Sales Report

Save / Submit Later



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Vendor Quarterly Sales Reporting Instructions

Step 19. To input Subcontractor Sales, select 'Edit Subcontractor Sales' and move to Step 20.

Note that the subcontractor sales are based on the overall sales entered before moving onto entering subcontractor sales. Also, this option will only show up if the contract you are reporting under allows for subcontractors and subcontractors have been set up with DES.

Organization Sales

Customer/Org #	Customer/Org Name	Sales Amount
095	AUDITOR OFFICE OF THE STATE	\$100.00
Total Sales:		\$100.00

☐ Please check here to acknowledge that all sales have been reviewed and verified before clicking Submit

☐ Please check here to acknowledge that all subcontractor sales have been reviewed and verified before clicking Submit

Edit Misc Sales

Edit Subcontractor Sales

Edit Customer/Org Sales

Save / Submit Later

Submit Sales Report

Vendor Quarterly Sales Reporting Instructions

Step 20: After Selecting 'Enter Subcontractor Sales' this screen will appear:

Enter Subcontractor Sales

☒ Enter subcontractor sales

Enter Subcontractors: w38387 - PACIFIC OFFICE SOLUTIONS ▼

Customer/Org #	Customer/Organization Name
095	AUDITOR OFFICE OF THE STATE

Subcontractor
w38387 - PACIFIC OFFICE SOLUTIONS

Enter Misc Sales

Click the check box 'Enter Subcontractor Sales', and then from the drop down select the applicable subcontractor you are entering sales for.

Vendor Quarterly Sales Reporting Instructions

Step 20a: Enter the sales the subcontractor had. In this example our business and subcontractor had overall sales of \$100 with the Office of the State Auditor. Of those \$100 in sales our subcontractor had \$25 in sales.

Customer/Organization Name	Vendor Sales Amt	Sales Amount
AUDITOR OFFICE OF THE STATE	\$100.00	25

Customer/Org #	Customer/Organization Name	Vendor Sales Amt
095	AUDITOR OFFICE OF THE STATE	\$100.00

Edit Customer/Org Sales

Review Sales

Sales updated for org # 095 - AUDITOR OFFICE OF THE STATE

Save / Submit Later

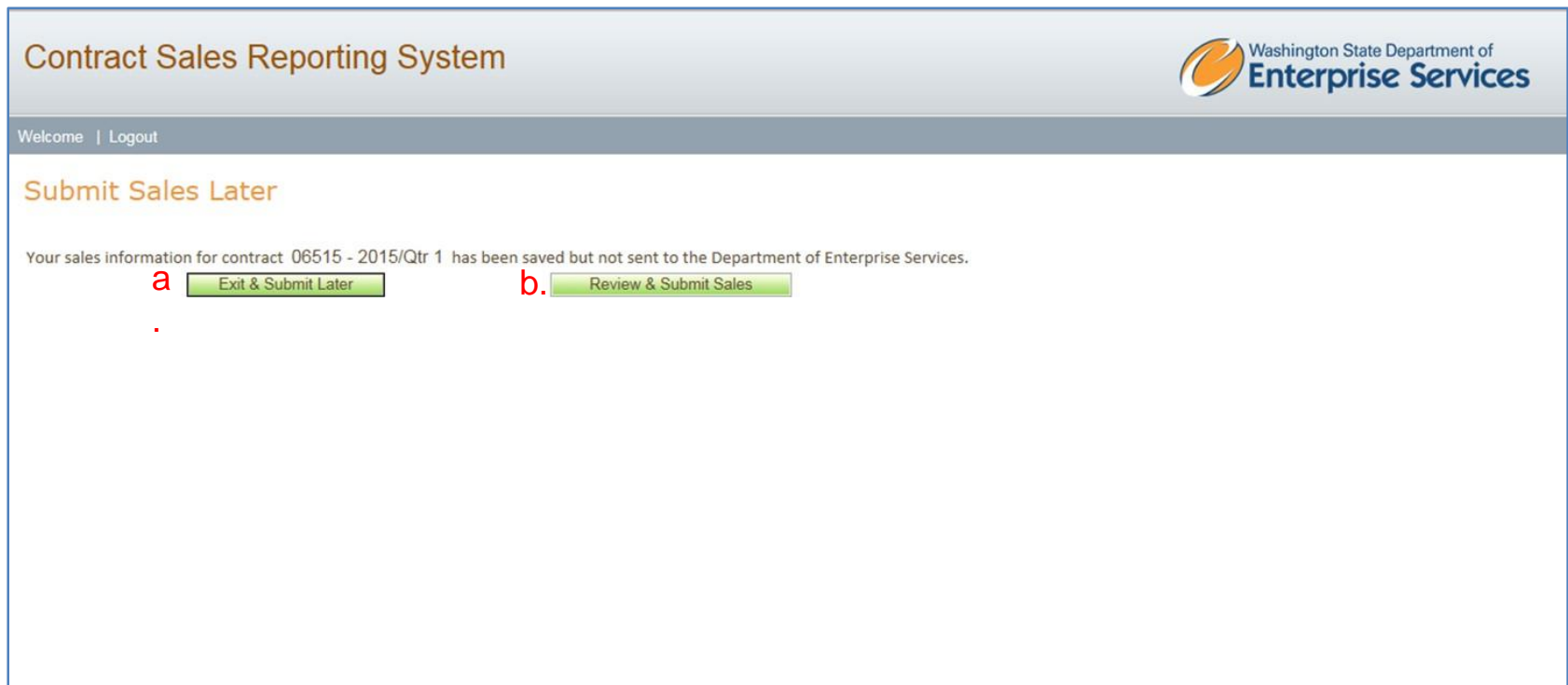
After entering all 'Subcontractor Sales', choose one of the following:

- **To edit customer sales**, select 'Edit Customer/Org Sales'.
- **To review**, select 'Review Sales' to review all entered sales for the quarter, prior to submitting for final report to DES.
- **Save/Submit Later**, go to the next slide for instructions.

Vendor Quarterly Sales Reporting Instructions

Step 21: After Selecting 'Save/Submit Later', choose one of the following:

- **To save data**, select 'Exit & Submit Later'. Nothing will be reported to DES until you log back in and select 'Submit Sales Report'.
- **To review**, select 'Review & Submit Sales' to review all entered sales for the quarter, prior to submitting for final report to DES.



The screenshot displays the 'Contract Sales Reporting System' interface. At the top, there is a header bar with the system name on the left and the 'Washington State Department of Enterprise Services' logo on the right. Below the header, a navigation bar contains 'Welcome' and 'Logout' links. The main content area is titled 'Submit Sales Later' and contains a message: 'Your sales information for contract 06515 - 2015/Qtr 1 has been saved but not sent to the Department of Enterprise Services.' Below this message, there are two green buttons. The first button is labeled 'Exit & Submit Later' and is preceded by a red letter 'a'. The second button is labeled 'Review & Submit Sales' and is preceded by a red letter 'b'.

Vendor Quarterly Sales Reporting Instructions

Error Uploading Report File

- If a file fails to import correctly, an error message will appear. The following are possible reasons the file failed to upload and process correctly:
 - File is not saved in a tab-delimited file. Re-save file in proper tab-delimited format and repeat file import process.
 - File is not in the proper format of Customer #, Customer Name and Sales. Reformat the file and repeat import process.
 - Sales amount data not in correct format. Open file in Excel, right click on sales amount column and select *Format Cells*. Select *Number* from the category options and change decimal places to zero. Click *Ok*. Save file again in tab-delimited format. Repeat file import process.

Contract Sales Reporting System (Test)



Welcome JOHN HONNOLD | Logout

Import Sales From File

ERROR: ZERO sales dollars were processed.

Total Lines:330

Organizations Processed:0

Organization Sales:\$0

Misc. Organizations Processed:0

Misc. Organization Sales:\$0

Total Sales:\$0

Processing Errors: Error: Zero sales were reported from file import. Please check file for proper layout and try import process again. Please contact your contract specialist if unable to import file successfully.

[Return](#)

[Help](#)



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